



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #1**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Kyle L. Guerrant, Director *K.L.G. 10-15-12*  
Office of School Support Services

**DATE:** October 15, 2012

**SUBJECT:** **Fiscal Year (FY) 2013 Child and Adult Care Food Program (CACFP) Trainings**

**ACTION:** **Register for Trainings**

Training on the Child and Adult Care Food Program (CACFP) will be offered at eleven (11) locations with seventeen (17) dates to choose from during FY 2013. The morning sessions will focus on record keeping requirements for independent centers and sponsors of facilities and centers. Afternoon sessions will offer concurrent breakout sessions that include building menus, claim submissions, site monitoring review, and infant menus.

CACFP trainings are free of charge and are designed for new staff, as well as staff desiring a program refresher or training in any specific topic area. Personnel responsible for ensuring program compliance may attend a session to comply with corrective action from an administrative review. In addition, certificates will be available upon completion of the training and can be used toward annual training required by the Department of Human Services.

Attached is a copy of the training registration form listing the dates and locations of the available sessions. Sessions will begin promptly at the time indicated. The training schedule is also posted on the CACFP website under Training at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp). Registration is required, as seating is limited. Complete the attached registration form and return via fax or e-mail. Keep a copy of the registration form for your records. A return e-mail from CACFP will confirm your registration. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

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Michigan Department of Education  
Office of School Support Services  
Child and Adult Care Food Program

**FY 2013 TRAININGS**

**Topics Covered: Record Keeping, Claims, Monitoring, Building Menus, and Infant Menus**

**Complete one registration form for each person attending (PLEASE PRINT CLEARLY)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Agreement # \_\_\_\_\_ Name of Institution \_\_\_\_\_

County \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail address\* \_\_\_\_\_

\*Required to send your confirmation. If an e-mail address is not provided, a seat may not be reserved for you.

**Training Agenda** (please mark the section(s) you plan on attending)

- ☐ 9:00am - 12:00pm Record Keeping  
12:00pm - 1:00pm LUNCH (on own)  
☐ 1:00pm - 3:00pm Claims/Monitoring  
**OR**  
☐ 1:00pm - 3:00pm Building Menus/Infant Menus

(Please mark the date you plan on attending)

<input type="checkbox"/> <b>NOVEMBER 15, 2012</b> Kent ISD* 2930 Knapp Grand Rapids, MI 49525	<input type="checkbox"/> <b>DECEMBER 3, 2012</b> Wayne RESA 33500 Van Born Wayne, MI 48184	<input type="checkbox"/> <b>FEBRUARY 13, 2013</b> Saginaw ISD 6235 Gratiot Road Saginaw, MI 48638	<input type="checkbox"/> <b>FEBRUARY 28, 2013</b> Cadillac Place Building 3044 W. Grand Blvd Detroit, MI 48202
<input type="checkbox"/> <b>MARCH 6, 2013</b> Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002	<input type="checkbox"/> <b>APRIL 10, 2013</b> Genesee ISD-Davis Bldg 2413 West Maple Ave Flint, MI 48507	<input type="checkbox"/> <b>APRIL 18, 2013</b> Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103	<input type="checkbox"/> <b>APRIL 25, 2013</b> Wayne RESA 33500 Van Born Wayne, MI 48184
<input type="checkbox"/> <b>MAY 1, 2013</b> Delta-Schoolcraft ISD 2525 3 <sup>rd</sup> Avenue South Escanaba, MI 49829	<input type="checkbox"/> <b>MAY 8, 2013</b> Cadillac Place Building 3044 W. Grand Blvd Detroit, MI 48202	<input type="checkbox"/> <b>AUGUST 13, 2013</b> Wayne RESA 33500 Van Born Wayne, MI 48184	<input type="checkbox"/> <b>AUGUST 21, 2013</b> Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002
<input type="checkbox"/> <b>SEPTEMBER 10, 2013</b> Genesee ISD-Davis Bldg 2413 West Maple Ave Flint, MI 48507	<input type="checkbox"/> <b>SEPTEMBER 18, 2013</b> Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103	<input type="checkbox"/> <b>OCTOBER 9, 2013</b> Traverse Bay ISD 1101 Red Drive Traverse City, MI 49696	<input type="checkbox"/> <b>OCTOBER 10, 2013</b> Newaygo County RESA 4747 W. 48 <sup>th</sup> Street Fremont, MI 49412

\*There will be an additional training in September 2013 (date to be determined) at the Kent ISD.

Fax registration form to Theresa Galbavi at (517) 373-4022,  
or e-mail registration form to: [galbavit@michigan.gov](mailto:galbavit@michigan.gov)  
(Deadline one week prior to training session)

Michigan Department of Education  
Office of School Support Services  
Child and Adult Care Food Program

**FY 2013 TRAININGS**  
**BUDGET WORKSHOP**

Complete one registration form for each person attending  
**(PLEASE PRINT CLEARLY)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Agreement # \_\_\_\_\_ Name of Institution \_\_\_\_\_

County \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail address\* \_\_\_\_\_

\*Required to send your confirmation. If an e-mail address is not provided, a seat may not be reserved for you.

(Please mark the date you plan on attending)

<input type="checkbox"/> <b>JUNE 12, 2013</b> 9:00am – 11:00am Saginaw ISD 6235 Gratiot Road Saginaw, MI 48638	<input type="checkbox"/> <b>JUNE 12, 2013</b> 1:00pm – 3:00pm Genesee ISD – Davis Building 2413 West Maple Ave Flint, MI 48507
<input type="checkbox"/> <b>JUNE 19, 2013</b> 9:00am – 11:00am Cadillac Place Building 3044 W. Grand Blvd Detroit, MI 48202	<input type="checkbox"/> <b>JUNE 19, 2013</b> 1:00pm – 3:00pm Wayne RESA 33500 Van Born Wayne, MI 48184
<input type="checkbox"/> <b>JULY 18, 2013</b> 8:30am – 10:30am Kalamazoo RESA 1819 E. Milham Ave Portage, MI 49002	<input type="checkbox"/> <b>JULY 2013</b> (Date to be determined) 1:00pm – 3:00pm Kent ISD 2930 Knapp Grand Rapids, MI 49525

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or e-mail registration form to: [galbavit@michigan.gov](mailto:galbavit@michigan.gov)  
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